UTAH DEPARTMENT OF
HEALTH
MEDICAID

ELECTRONIC VISIT VERIFICATION (EVV)

CSV File Users Guide

EVV Users Guide

Contents

Contact

Please send all inquiries and questions to dmhf_evv@utah.gov.

Accessing EVV

Login to the portal at https://evv.medicaid.utah.gov/evvsubmit/

Click on the button to continue to the application.

CSV File

The CSV File method is for third-party software solutions to export electronically captured EVV data in a format the Utah Medicaid system will accept. <u>The CSV File method is not to be used as a manual input method.</u>

1. Download a copy of the CSV template. This template has the appropriate columns and order for your CSV to be uploaded to our system. Required fields are marked in the header row with (req) after the column names. The file validation is checking for the discrete combination of the required fields.

NOTE: If using your own CSV file, the first row will always be treated as a header row and thus ignored.

The CSV File method is for third-party software solutions to export electronically captured EVV data in a format the Utah Medicaid system will accept. The CSV File method is not to be used as a manual input method.

The CSV file will be validated against the following mandatory fields:

- The type of service performed
- The individual receiving the service
- The date of the service
- The location of service delivery
- The individual providing the service
- The time the service begins and ends
- The date of creation of the electronic record
- The Batch ID number
- The Record ID number
- The Original Receipt ID if this is a correction

After submission, an acknowledgment is sent to the registered user's email address that indicates the following:

a. Total number of records submitted.
b. Total number of records accepted.
c. Total number of the records rejected, followed by a list with the rejected record number(s) and instructions to resubmit only failed records.

For more information please visit https://medicaid.utah.gov/evv/ or contact dmhf_evv@utah.gov.

Download CSV template

☐ Correction

Choose File No file chosen

Upload CSV

NOTE: IMPORTANT INSTRUCTIONS ABOUT CSV FILES IN MICROSOFT EXCEL

A. A CSV file cannot save custom formatting, if a you open the exported csv for any additional edits, the leading 0's will be removed by Excel. <u>If you open the CSV file in Excel, you will need to complete the steps below for both the Member ID and Provider ID columns</u>. **You will need to do this each time you open your CSV file in Excel.**
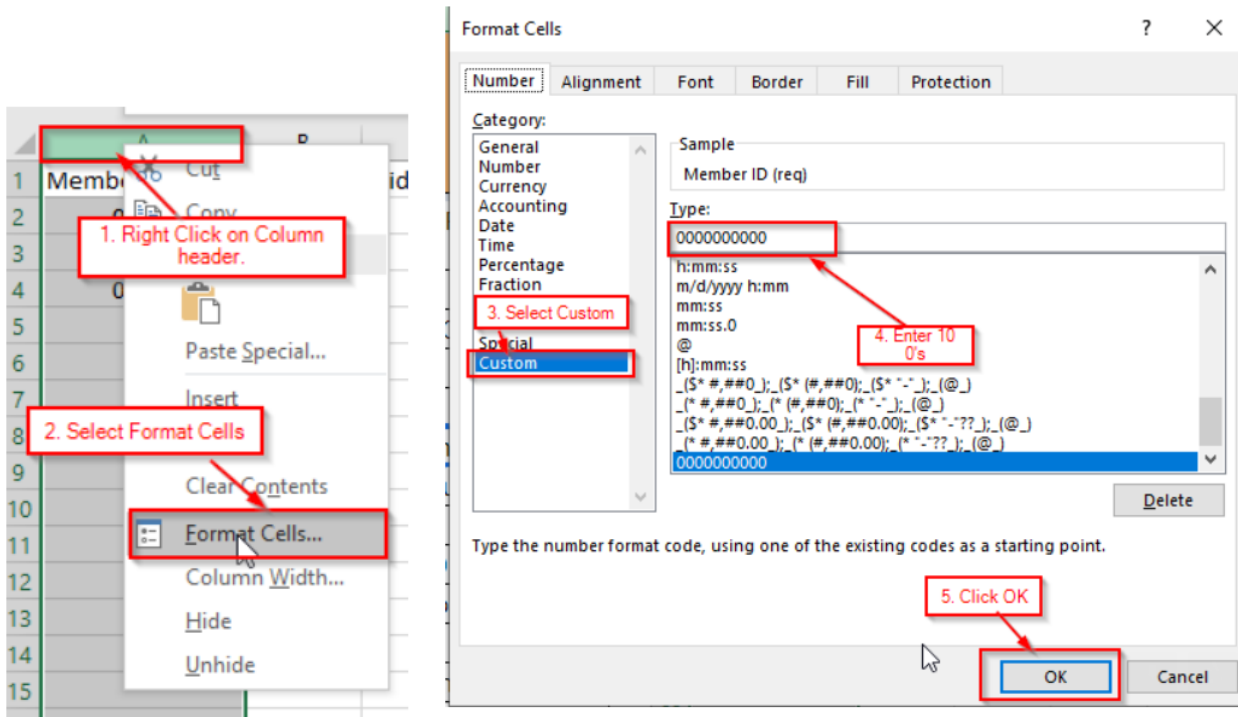

B. When submitting a CSV file, **both a 12-hour clock format (left) as well as a 24-hour clock format (right) will be accepted**. You will need to add a space between the times in the Begin time and End time columns and the denotation of AM or PM if you choose the 12-hour format. To use the 24-hour format, you will need to format the column properly (much like the Member ID and Provider ID columns).

C. Also note, the State understands that during the COVID-19 pandemic, many services will be offered virtually. In light of this information, **you may put "virtual" or "delivered remotely" in the address section or service description section of your CSV file**.

2. Select "Choose File" and attach your file.
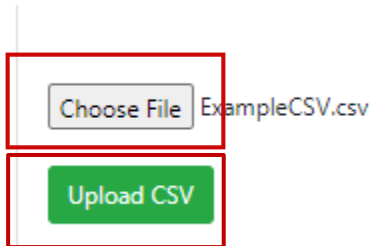
3. Select "Upload CSV" and you will see your upload progress below. Depending on your file size, this could take up to 20 minutes.

Upload Progress:

44%

Please wait while we upload and process the csv file. This can take up to 20 minutes.

Started upload and processing at: May 14, 2020 01:29:22 pm
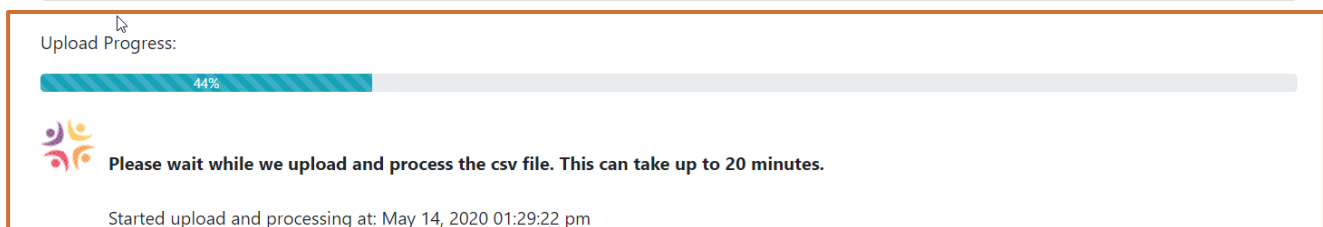
4. You will receive a submission message upon completion of processing. It will tell you how many records were submitted, how many were accepted, and how many were rejected. Below the receipt message you will find information on which records were rejected. You will need to fix these records and resubmit them. Please resubmit only rejected records.

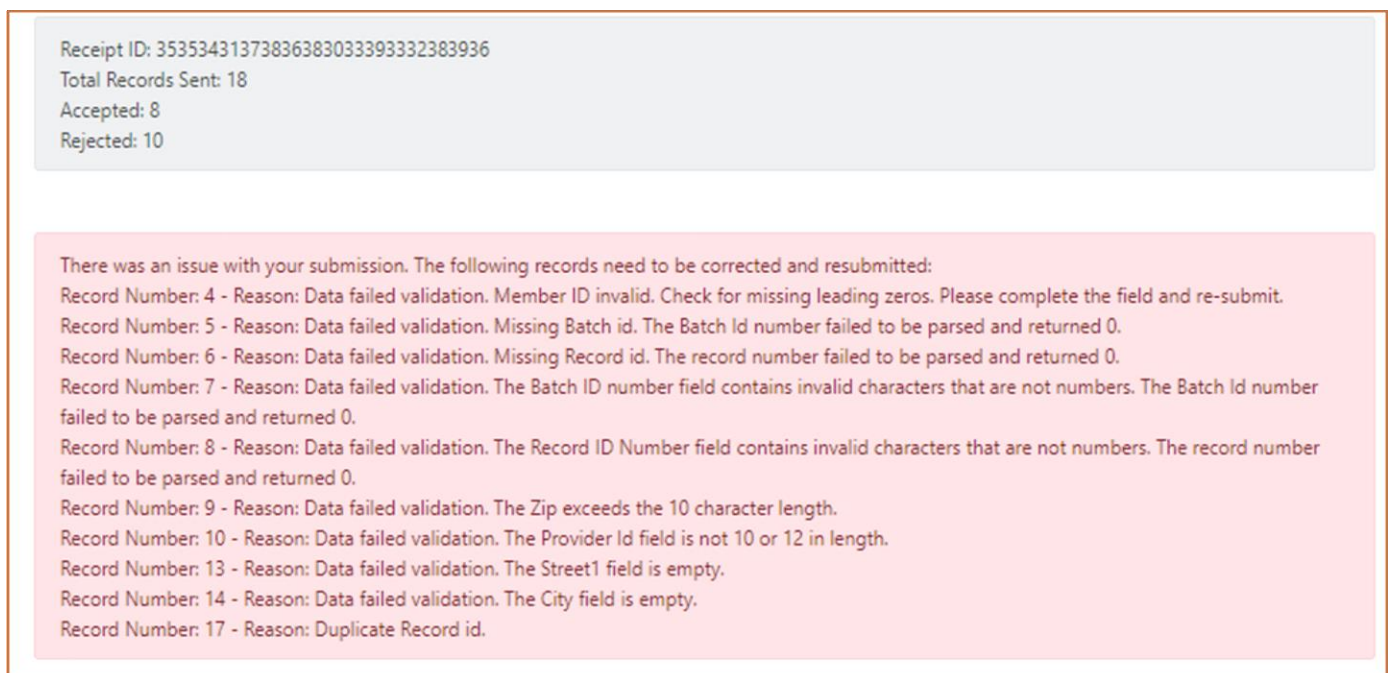Receipt ID: 353534313738363830333933332383936
Total Records Sent: 18
Accepted: 8
Rejected: 10

There was an issue with your submission. The following records need to be corrected and resubmitted:
Record Number: 4 - Reason: Data failed validation. Member ID invalid. Check for missing leading zeros. Please complete the field and re-submit.
Record Number: 5 - Reason: Data failed validation. Missing Batch id. The Batch Id number failed to be parsed and returned 0.
Record Number: 6 - Reason: Data failed validation. Missing Record id. The record number failed to be parsed and returned 0.
Record Number: 7 - Reason: Data failed validation. The Batch ID number field contains invalid characters that are not numbers. The Batch Id number failed to be parsed and returned 0.
Record Number: 8 - Reason: Data failed validation. The Record ID Number field contains invalid characters that are not numbers. The record number failed to be parsed and returned 0.
Record Number: 9 - Reason: Data failed validation. The Zip exceeds the 10 character length.
Record Number: 10 - Reason: Data failed validation. The Provider Id field is not 10 or 12 in length.
Record Number: 13 - Reason: Data failed validation. The Street1 field is empty.
Record Number: 14 - Reason: Data failed validation. The City field is empty.
Record Number: 17 - Reason: Duplicate Record id.

In addition to the on-screen messages, you will receive an email confirmation with your results. This email will be sent to the address you used to register/access the system.

UTAH DEPARTMENT OF
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Electronic Visit Verfication
Submission Received

Attention louiseday@utah.gov

You have recently submitted an EVV CSV file to be processed. These are the results of the submission:

Receipt ID: 353534313738363830333393332383936
Total Records Sent: 18
Accepted: 8
Rejected: 10

There was an issue with your submission. The following records need to be corrected and resubmitted:
Record Number: 4 - Reason: Data failed validation. Member ID invalid. Check for missing leading zeros. Please complete the field and re-submit.
Record Number: 5 - Reason: Data failed validation. Missing Batch id. The Batch Id number failed to be parsed and returned 0.
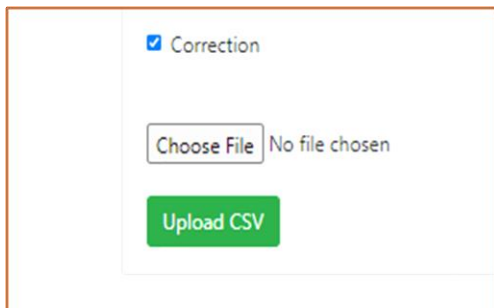Record Number: 6 - Reason: Data failed validation. Missing Record id. The record number failed to be parsed and returned 0.
Record Number: 7 - Reason: Data failed validation. The Batch ID number field contains invalid characters that

5. **To submit a correction** to a previous record, you will need to have the Original Receipt ID, Batch ID, and Record ID from the previous submission to populate the CSV template.

In the CSV template, it is important the "Orig_receipt_id" column is formatted at text. Otherwise the system will truncate the entry and the file will fail.

Check the Correction checkbox then upload the CSV file.

☑ Correction

Choose File | No file chosen

Upload CSV